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3 January 1977

MEMORANDUM FOR: Deputy Director for Administration  
FROM : James H. McDonald  
Director of Logistics  
SUBJECT : Items of Personal Interest to the New DCI

1. In accordance with your request for a list of items which would be of personal interest to the incoming DCI and provided by various offices of the DDA, the Office of Logistics plans to provide the following:

a. An automobile with an assigned driver - This automobile will have light armoring which includes the installation of bullet-resistant aluminum in the back of both the front and rear seats and all four side-door panels. In addition, the car will be equipped with a two-way radio tied into the DCI/Security network. Also installed will be a C&P mobile-radio telephone.

b. The Office of Logistics will also provide a safe for the new DCI's home if desired and will work with the Office of Security in the installation of new alarms or physical security features for this residence or a vacation residence.

2. In addition to the above items, the Office of Logistics will work with the new DCI and/or his secretary with respect to any new furnishings for his office and will be happy to review the plans for furnishings for his alternate office [REDACTED]

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James H. McDonald

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